To: Requisitioning system verifiers

Requisitioning system verifiers now have an additional link on their Web Req-VRFYR menu: *Intnl Insurance Application*. The Office of Risk Management (ORM) and the Purchasing Department have collaborated to allow requisitioning system verifiers to create applications for international health insurance and emergency service for business travelers. Attached is the recent ORM newsletter with more information about this program.

Cultural Insurance Services International (CISI) is an international health and emergency services plan for Iowa State University international travel. The CISI plan has been specifically designed for Iowa Regent Universities to cover University business travelers and students traveling abroad. In addition to providing health insurance, the plan will cover medical evacuation and repatriation as well as security evacuations should they become necessary. The CISI plan will pay 100% of covered expenses without requiring a deductible. More information is available at the following Office of Risk Management website link [http://isuabroad.iastate.edu/?go=CISI](http://isuabroad.iastate.edu/?go=CISI).

Also attached is a document with sample screens and instructions for verifiers in using the requisitioning system to process international insurance applications.

*An informational session for requisitioning system verifiers led by Emily Davis of CISI and Lesley Lackore of the Purchasing Department has been scheduled for Friday, September 21, from 10:30-11:30 am in the Cardinal Room of the Memorial Union. You may enroll in this session by going to HRS Training under the employee tab in AccessPlus and signing up for PURCH-CISI International travel insurance applications.*

Questions about the CISI plan may be directed to the Office of Risk Management at 294-7711. Questions about the requisitioning system function may be directed to the purchasing help desk at 294-4860 or purchasing@iastate.edu.

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*NEW* INTERNATIONAL HEALTH INSURANCE AND EMERGENCY SERVICE

Iowa State University has completed an agreement with Cultural Insurance Services International (CISI) to provide basic and emergency medical insurance and security evacuation services for students, faculty, and staff traveling abroad on university business.

University International Business Travel

Enrollment in the CISI program is strongly recommended for ISU international business travelers. The cost of CISI coverage is centrally funded for faculty and staff on official ISU business. This program cannot be used for international travel that is not business related.

Please Note: Faculty, staff and students on official study abroad programs will be automatically enrolled in CISI by the Study Abroad Center and do not need to enroll through AccessPlus.

To obtain CISI coverage for international travel (other than a study abroad program):

1. Approximately three (3) weeks prior to departure, the traveler’s departmental verifier must register travel through the University’s requisitioning (Web Req) system in AccessPlus.

2. Following the registration for enrollment, the request will be routed to the departmental approver for review.

3. Upon departmental approval, the traveler will receive an e-mail directly from CISI with the following:
   - An insurance card
   - The CISI brochure with claim form
   - A consulate letter verifying insurance coverage (if needed for visa purposes)
   - Access to the CISI web portal

International Travel Insurance FAQ’s

CISI is not intended for use in the United States or to replace current U.S. coverage. This coverage does not include trip cancellation, trip interruption, or delayed baggage insurance.

Undergraduate International Travel: All undergraduate students who study or officially travel abroad in association with ISU programs (and those faculty and/or staff who accompany them) MUST participate in this plan for the period of time they are out of the country. Information can be found at the Study Abroad site under International Travel.

SSHIP Exemption: If the traveler has the Student and Scholars Health Insurance Program (SSHIP) and is traveling independently for academic purposes, contact the ISU Study Abroad Center (cisi@iastate.edu) for an exemption to the CISI requirement.

Travel Companions: Optional coverage is available at the traveler's expense for accompanying spouse/domestic partner or dependents by submitting an enrollment form found at http://isuabroad.iastate.edu/?go=CISI in the “I am a DEPENDENT” section at the bottom of the page.

Extension of Coverage for Personal Travel: Those who choose to travel independently directly before/after the university business travel/program may purchase extended coverage directly through the CISI web portal.

More information about the CISI program is available at: http://isuabroad.iastate.edu/?go=CISI

August 2012
International Health Insurance and Emergency Service

AccessPlus Sample Screens and Instructions:

International travel insurance applications are processed through the requisitioning system by AccessPlus uBusiness users identified as verifiers in that system (Web Req-VRFYR).

In the menu section, select **Intl Insurance: Application** to begin a new international travel insurance application.

The verifier must complete the following fields:

- **Traveler University ID** – enter the 9-digit university identification number of the traveler. If the traveler does not have a university ID, check the box next to **Volunteer**.
- **Dept** – this field will be populated with department number associated with the verifier, but may be changed.
- **Last Name** – enter the last name (surname, family name) of the traveler.
- **First Name** – enter the first name (given name) of the traveler.
- **Date of Birth** – enter the traveler’s date of birth, using the MM-DD-CCYY format.
- **Gender** – choose the gender of the traveler; M for male, F for female.
- **Overseas Contact Phone** – enter a phone number where the traveler may be reached while outside the US. Up to 16 digits may be entered; do not use hyphens or parentheses.
- **Email** – enter the traveler’s email address.
- **Business Purpose** – enter the business purpose for the traveler’s international trip.
- **Travel Begin Date** – enter the date travel will begin, using the MM-DD-CCYY format.
- **Travel End Date** – enter the date travel will end, using the MM-DD-CCYY format.
- **Destination Country** – select the country to which the traveler will be traveling from the pull-down menu. If traveling to more than one country, the verifier may select ‘Worldwide’ or the appropriate continent.

Upon completion of the form, click on the Submit button to route the form to the approver. The approver is determined by the department number used on the form, and follows the same routing as requisitions processed through this system. The approver will have immediate access to the form in the E-Forms Approval system, and will receive an email notification of a form to process.

Once notified of an international travel insurance form to process, the approver selects E-Forms Approval under the uBusiness tab in AccessPlus. Click on Browse Forms: For Approval to see a summary of the forms available to the approver to process. International travel insurance forms will be E-Form Type REQ (requisition), but the summary line will display INTNL TRVL INS followed by the last name of the traveler, instead of the requisition number and requestor. To view the form, click on the Summary line.

The approver has the choice of seven buttons at the bottom of the form:

- **Additional Info** – this button is not functional for international travel insurance forms.
- **View Routing** – displays a screen showing the originator of the form (the requisitioning system verifier) and the approver, along with types of action taken, action date and comments. Click on the Return to form button to return to the form.
- **Approve** – authorizes the information to be sent to CISI. The traveler will receive an email directly from CISI as described above.
- **Hold** – retains the form in the approver’s Browse Forms: For Approval queue. Requires the approver to add a comment before the form can be held.
- **Reject** – denies authorization for the information to be sent to CISI. Requires the approver to add a comment before the form can be rejected. The verifier will be notified of a rejected form by email.
- **Add Comment** – displays a screen to add a comment to a form; required for held or rejected forms. Add the comment to the Comment field, then click the Submit button to add it to the form. Click on the Return to form button to return to the form.
- **Add Routing** – displays a screen to add another E-Forms Approval REQ form user to the routing of this form for informational purposes. Enter the last name of the user to add in the *Search* field, then click on the *Selct* button. Use the pulldown menu to select an E-Forms Approval REQ user, then click on the *Submit* button to route the form to that user for review. Click on the *Return to form* button to return to the form.